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ABSTRACT

This directory lists an array of socioeconomic, employment and training, career decision-making, and job search information available through Arizona's Labor Market Information (LMI) program. Publications are first arranged by subject. Following the subject guide is a complete alphabetical listing of all publications, including their description and geographic coverage. A matrix in the center of the directory shows the depth to which the topic is treated by the publication. Also included is a section on additional sources of information available from the private and public sectors, with addresses and telephone numbers. The last section of this directory lists all publications available and their order numbers. (KC)

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ED297118 ARIZONA

LABOR MARKET INFORMATION
LMI DIRECTORY

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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Arizona Department of Economic Security
Research Administration

CE 050 611

Introduction

The Labor Market Information Directory has been compiled as a guide to the wide array of socioeconomic, employment and training, career decision making, and job search information available through Arizona's Labor Market Information (LMI) program. In the Directory, publications are first arranged by subject. This arrangement reduces the number of materials in which a topic of interest may be found. Following the subject guide is a complete alphabetical listing of all publications, including their description and geographic coverage. After checking if a particular publication would have the desired information for the required area and time period, a user could check the matrix in the center of the Directory to find out the depth in which the topic is treated by the chosen publications. Also included is a section on additional sources of information available from the private and public sectors. Addresses and telephone numbers to request such information are also provided.

Nearly all LMI publications can be distributed free of charge to our users. Budgetary constraints, however, prevent us from being able to supply more than one complimentary copy of any publication without a charge. When ordering a publication, refer to the last section of this Directory which lists all publications available and their respective order number. A current price listing of LMI publications and order form is included as a supplement to this Directory.

The publications listed in this Directory are only those available at the time of publication. Comments, questions, and requests should be directed to Arizona Department of Economic Security, Research Administration.*

Labor Market Information
Site Code 733A
P.O. Box 6123
Phoenix, Arizona 85005
(602) 255-3871

* DES offices may order up to 500 copies directly from DES supply only when using the publication number. Publications without a number or with a DES number may be ordered from Research Administration.

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Subject Guide

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Annual Planning Information
Arizona Employer, Employee, and Wage Data
Arizona Labor Market Information Newsletter
Arizona Occupational Employment Forecasts
Arizona Occupational Profiles
Hispanics in Transition
How Does Arizona Compare?
Labor Turnover: A Significant Reality
Monthly Summary of Claims and Claimants
OIS Report 87-4: Arizona Apprenticeship Data by Training Program (CIP Code) and by County
OIS Report 87-5: Arizona Proprietary School and Community Based Organization (CBO) Enrollments and Completers by Vocational Training (CIP) Program and County
OIS Report 87-7: Job Service Data
OIS Report 86-8: Occupational Employment Distribution by Industry
OIS Report 87-6: OIS Cluster Summary Report
Occupational Information System of Arizona Users' Manual
Women in Arizona: An Economic Perspective
Youth in Arizona: The Transition from School to Work

WAGES/EARNINGS/COST OF LIVING

Annual Planning Information
Arizona Employer, Employee, and Wage Data
Arizona Labor Market Information Newsletter
The Consumer Price Index: Changes & Uses
Employer Wage Survey
How Does Arizona Compare?
Job Bank Wages
Job Seekers Guide
Small Employer Wage Survey
Wages

DEMOGRAPHICS

Affirmative Action Planning Information
Annual Planning Information
Arizona Labor Market Information Newsletter
Hispanics in Transition
How Does Arizona Compare?
Job Seekers Guide
Women in Arizona: An Economic Perspective
Youth in Arizona: The Transition from School to Work

JOB SEARCH ASSISTANCE

The Application Form
The Application Letter
Applying for Government Jobs
Associations: Another Job Source
Employment Interview Guide
Finding a Job in the Want Ads
Finding a New Job with the Skills You Already Have
Guidelines for Teachers Seeking Employment in Arizona
Helpful Hints for Job Seekers
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Matching Job and Personal Characteristics
The Resume
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OCCUPATIONAL/CAREER DECISION-MAKING INFORMATION

Arizona Licensed Occupational Requirements
Arizona Occupational Briefs
Arizona Occupational Employment Forecasts
Arizona Occupational Outlook Handbook
Arizona Occupational Profiles
Getting to Know...Me...Self Appraisal
The Information Age: Occupational and Data Trends
"Jobs for Which" Series
Matching Job and Personal Characteristics
Stay in School

AIDS FOR COUNSELORS AND PLANNERS

Arizona Occupational Employment Forecasts
Arizona Occupational Profiles
Hispanics in Transition
OIS Report 87-4: Arizona Apprenticeship Data by Training Program (CIP Code) and by County
OIS Report 87-5: Arizona Proprietary School and Community Based Organization (CBO) Enrollments and Completers by Vocational Training (CIP) Program and County
OIS Report 87-7: Job Service Data
OIS Report 86-8: Occupational Employment Distribution by Industry
OIS Report 87-6: OIS Cluster Summary Report using Occupational Information System of Arizona Users' Manual
Using an Occupational Information System
Women in Arizona: An Economic Perspective
Youth in Arizona: The Transition from School to Work

Publications Listing

DESCRIPTION OF PUBLICATION	GEOGRAPHIC COVERAGE	PRIMARY USERS
Affirmative Action Planning Information This annual publication provides current population and civilian labor force characteristics by sex and minority status. Upon request, tables of 1980 Census occupational data (rearranged for EEO forms) by race and sex may be provided for all counties and major cities.	The information is available in two separate publications for the state, all 15 counties, and the cities of Glendale, Mesa, Phoenix, Scottsdale, Tempe, and Tucson.	Government contractors, compliance agencies, employers
Annual Planning Information (API) This annual report contains a formidable array of information including not only traditional economic analysis, but also data necessary for the preparation of the SDA Job Training Plans required by the Job Training Partnership Act and for the day-to-day operation of employment and training programs at the local level. Information includes population, labor force, poverty, public assistance, wages, education, English-speaking ability, veterans, offenders, teenage parents, vocational rehabilitation, and unemployment insurance claimants.	Statewide, all JTPA Service Delivery areas, and selected data available for counties.	Program administrators, planners, and evaluators; government agencies; educators; community-based organizations; career/job counselors
The Application Form Provides tips on how to correctly fill out job application forms. A sample form is included as well as services offered by Job Service offices.	Statewide	Job seekers, career and job counselors
The Application Letter Describes when and how to write a cover letter placing emphasis on correct form and different styles. Sample letters are included.	Statewide	Job seekers, career and job counselors
Applying for Government Jobs Contains information on application procedures for local, state, or federal jobs. Includes the names and addresses of government personnel offices (including education) as well as phone numbers to call and obtain listings of current government job openings. A summary of major employment trends in government is also provided.	Statewide	Job seekers, career and job counselors
Arizona Employer, Employees, and Wage Data This quarterly report provides the number of employers, employees, and employment by size interval of the major industrial sectors (public as well as private). Also included are the weekly average wages and the total wages paid by employers in these industries. Employers covered by Arizona employment security laws as well as the federal government (not covered) are included in the report.	Statewide, all 15 counties	Businesses, government agencies, economic planners
Arizona Labor Market Information Newsletter The monthly newsletter presents the most recent data, in tabular form on the civilian labor force, unemployment, employment, and hours and earnings. It discusses new business and economic developments, industrial and occupational trends, and changes in nonagricultural employment. It also contains various economic articles of interest.	Statewide	Businesses, educators, labor organizations, general public, government agencies
Arizona Licensed Occupation Requirements Consists of an alphabetical listing of over 90 occupations which require licensing in Arizona. It lists the licensing agency, examination or fees required, and other relevant information.	Statewide	Job seekers, career and job counselors

DESCRIPTION OF PUBLICATION	GEOGRAPHIC COVERAGE	PRIMARY USERS
Arizona Occupational Briefs A series of one-page occupational profiles for selected occupations. Each occupational brief describes the job characteristics, duties, and responsibilities of individuals working in occupations such as medical assistant or bus driver (over 25 different occupations are available). Also mentioned are: training and qualifications, lines of advancement, as well as salary and employment outlook for the occupation profiled.	Statewide	Job seekers, career and job counselors
Arizona Occupational Employment Forecasts These annual publications present current and five-year projected occupational employment and job opportunities for occupations with an employment of 25 or more. The projections of job opportunities are based on growth and separations excluding opportunties resulting from turnover.	Separate publications are available for each county and the state.	Businesses, government agencies, JTPA planners, career and job counselors
Arizona Occupational Outlook Handbook Separate publications are available for clerical and industrial occupations (occupations related to the production process). For each occupation, these publications describe the nature of the work, working conditions, environmental and physical demands, places of employment, training and lines of advancement, earnings, and employment outlook in Arizona.	Statewide	Job seekers, career and job counselors, general public
Arizona Occupational Profiles The Occupational Employment Statistics (OES) survey presents employment of significant occupations in each of the state's major industries. Occupational and industrial growth are projected. Separate publications are available for each industry. Publications are currently available for for Manufacturing; Mining; Finance, Insurance, and Real Estate; Services; Trade; Government; Transportation, Communications, and Public Utilities; Construction; Hospitals; Lodging; and Education.	Arizona and each county	Businesses, government agencies, JTPA planners, career and job counselors, general public
Associations: Another Job Source This publication lists addresses and phone numbers of the occupational organizations associated with over 100 occupations.	Nationwide	Job seekers, career and job counselors, general public
The Consumer Price Index: Changes & Uses This publication explains the CPI, the history of its development, and the methodology used to derive it. Historical tables for both the United States and the Phoenix CPI are provided. Upon request, separate tables are available with the most recent CPIs for the United States, Phoenix, and Tucson.	United States, Metropolitan Phoenix, Metropolitan Tucson	Employers, contract negotiators, planners, general public
Employer Wage Survey This annual publication provides the low, high, and hourly weighted average wage paid for a variety of occupations by firms mostly employing over 50 people. It also provides fringe-benefit information and occupational definitions.	Separate publications are available for Maricopa and Pima counties; wage data only are available for statewide and balance of state.	Employers, government agencies, labor organizations
Employment Interview Guide A pocket-size checklist for some of the important information that may be necessary to fill out application forms or to answer interview questions.	Statewide	Job seekers, career and job counselors, general public
Finding a Job in the Want Ads Provides tips on the types of newspaper want ads and how to respond.	Statewide	Job seekers, career and job counselors, general public

DESCRIPTION OF PUBLICATION	GEOGRAPHIC COVERAGE	PRIMARY USERS
Finding a New Job with Skills You Already Have This do-it-yourself handbook is designed to help readers analyze their skills and use them to find a new job or start a new career.	Statewide	Job seekers, career and job counselors, general public
Getting to Know . . .Me. . .Self Appraisal Tips on how to become aware of skills, interests, and talents in order to decide which jobs to prepare and apply for.	Statewide	Job seekers, career and job counselors, general public
Guidelines for Teachers Seeking Employment in Arizona Includes phone numbers, addresses, and names of organizations teachers would need to contact in order to be eligible to teach in Arizona.	Statewide	Teachers moving to Arizona, career and job counselors
Helpful Hints for Job Seekers This booklet provides tips on how to conduct an organized job search. It mentions some of the most common mistakes made by job seekers and how to avoid them. It includes techniques to improve the job search and how to keep the job after obtaining it.	Statewide	Job seekers, career and job counselors, general public
Hispanics in Transition This publication analyzes the demographic and socioeconomic characteristics of Arizona's Hispanic population including education, labor force, and income. This report also raises questions about the future of Hispanics in Arizona.	Statewide	Program administrators, planners, and evaluators; community-based organizations; career and job counselors
How Does Arizona Compare? Presents a wide range of information comparing Arizona with other states in the United States. Topics include labor availability, population, labor force, labor turnover, unionization, wages, fringe benefits, cost of living, housing, utilities, taxation, income, transportation, land, and climate. It's appendix lists the state's Job Service offices and Chambers of Commerce as well as other labor market information publications and external sources of information helpful to employers.	Nationwide, Statewide, and selected data available for metropolitan areas and and localities in Arizona.	Employers, economic developers, business expansion-and-relocation consultants, government agencies, planners, economic researchers
How to Take a Test This pamphlet gives advice on how to prepare for and to take a test. It also provides advice on how to keep a positive attitude.	Statewide	Job seekers, career and job counselors, general public
The Information Age: Occupational and Data Trends It presents a collection of articles helpful to job seekers and working individuals including information on career planning, lines of advancement, occupational growth, and sources of employment information. Emphasis is placed on the field of computer information systems.	Nationwide	Job seekers, career and job counselors, general public
Job Bank Wages This annual publication lists the hourly low, high, and weighted average wage offered to Job Service applicants who were placed during the year. Wage information is provided for about 200 occupations classified by the Dictionary of Occupational Titles (DOT) code. This report is a good source for entry-level wage information.	Statewide, most counties, and major cities	Employers, labor organizations, job seekers
The Job Interview Describes how to prepare for the most important part of the job search. Includes recommendations for before, during, and after the job interview.	Statewide	Job seekers, career and job counselors

DESCRIPTION OF PUBLICATION	GEOGRAPHIC COVERAGE	PRIMARY USERS
Job Leads--Where to Look This pamphlet describes various sources of job leads as well as other explorable potential sources for jobs.	Statewide	Job seekers, career and job counselors
Job Seekers Guide This booklet is primarily designed for out-of-state job seekers. It includes a brief overview of most communities in Arizona as well as general information on housing, cost of living, population, wages, labor conditions, and climate. It also lists Job Service offices, Chambers of Commerce, and other sources of additional helpful information.	Statewide	Out-of-state job seekers
Job Service This pamphlet describes all the services provided by the Job Service. It also includes a directory of all Job Service offices in Arizona.	Statewide	Job seekers, career and job counselors, general public
"Jobs for Which" Series These five individual publications focus on the kind of jobs available to persons with various educational backgrounds. The requirements and outlook for the jobs are also provided. Series includes: Jobs for Which You Can Qualfiy if You're not a High School Graduate; Jobs for Which a High School Diploma is Preferred; Jobs for Which You Can Train Through Apprenticeship; Jobs for Which Some College or Specialized Training is Needed; Jobs for Which a College Education Is Usually Required.	Nationwide and Statewide	Career and job counselors, educators, general public
Labor Turnover: A Significant Reality This publication analyzes the movement of workers into and out o f employment status with respect to establishments within one industry or between several industries. It explains and describes the methodology for measuring turnover and its implications for businesses, workers, and the economic environment.	Statewide, all 15 counties	Administrators, policymakers, personnel and economic planners, economic researchers
Map of Major Employers (Maricopa or Pima counties) These publications list names, addresses, phone numbers, and industry groups of the major employers in Maricopa and Pima counties, with a coded map for those individuals unfamiliar with the metropolitan areas. The publications also include a coded list with names and addresses of the large shopping centers in those areas.	Separate publications are available for Maricopa and Pima counties.	Job seekers, general public
Matching Job and Personal Characteristics Provides a chart of 281 occupations matched with the characteristics associated with each occupation. It is designed as a exploratory tool to compare personal interests, capacities, abilities, and educational attainment with the characterter-tics associated with certain jobs.	Statewide	Educators, job and career counselors, general public
Monthly Summary of Claims and Claimants This report summarizes the activities of all programs under Unemployment Insurance (UI). It provides information about the number of UI claimants by sex, age, occupation, and duration of benefits. It also includes the distribution of claimants and paid benefits among the industries in the state.	Statewide, counties, and districts	Administrators, policymakers, economic planners, economic researchers

DESCRIPTION OF PUBLICATION	GEOGRAPHIC COVERAGE	PRIMARY USERS
OIS Report 87-4: Arizona Apprenticeship Data by Training Program (CIP Code) and by County This annual report provides information on apprenticeship enrollments, completions, and cancellations by instructional program during one year. The occupational information in this report was converted from the Dictionary of Occupational Titles (DOT) code to the Classification of International Programs (CIP) code, which has been adopted nationally and locally by Vocational Education. This report, as well as other reports issed by the Occupational Information System (OIS) of Arizona, were designed primarily for the benefit of professionals in the field of Vocational Education.	Statewide, all 15 counties	Vocational training-program planners, economic developers, career counselors, economic researchers
OIS Report 87-5: Arizona Proprietary School and Community-Based Organization (CBO) Enrollments and Completers by Vocational Training (CIP) Program and County This report provides enrollment and completion information for proprietary schools and community-based organizations (CBOs) in Arizona. The information in this report is summarized by vocational training (CIP) code, county, and statewide.	Statewide, 13 counties	Vocational training-program planners, economic developers, career counselors, economic researchers
OIS Report 87-7: Job Service Data This annual report presents data from the Job Service in Arizona. Information includes the number of applicants, openings, placements, Unemployment Insurance claimants, and average hourly wage information (when at least one placement occurred that year). The occupations are classified by DOT code and OIS cluster code, the latter being used in the MICRO OIS data base of Arizona. Through the MICRO OIS system, the user can access detailed training, demand, and wage data.	Separate reports are available for Arizona, Maricopa and Pima counties, and the nonmetropolitan areas of the state.	Vocational training-program planners, economic developers, career counselors, economic researchers
OIS Report 87-6: OIS Cluster Summary Report This is a management-type report which summarizes much of the data presented in other detailed OIS reports into an easy-to-use format based on the OIS cluster code.	Statewide	Vocational training-program planners, economic developers, career counselors, economic researchers
OIS Report 86-8: Occupational Employment Distribution by Industry For any of the Occupational Employment Statistics (OES) occupations, this report shows the percentage of employment that occurs in each industry classified at the two-digit level of the Standard Industrial Classification code (SIC).	Statewide	Vocational training-program planners, economic developers, career counselors, economic researchers
Occupational Information System of Arizona Users' Manual The manual is a resource for persons working in the areas of human-resource planning and counseling. Part I is a series of chapters explaining the classification structures used in human resource planning. Part II is a series of chapters relating to sources of human-resource planning data in Arizona. Part III is organized by vocational program-training areas and shows related occupations, basic evaluation levels, aptitudes, physical demands, and interests. The cost of the manual is $22.00 and training is necessary on how to use it.	Statewide	Vocational training-program planners, economic developers, career counselors, economic researchers
The Resume Gives recommendations on how to prepare an effective resume. Sample resumes are included.	Statewide	Job seekers, career and job counselors.

DESCRIPTION OF PUBLICATION	GEOGRAPHIC COVERAGE	PRIMARY USERS
Small Employer Wage Survey This annual publication lists the low, high, and hourly weighted average wage earned by employees working for firms with fewer than 100 employees. Occupations are separated by major-industry groups and classified by occupational category.	Separate publications are available for Maricopa and Pima counties.	Employers, labor organizations, job seekers
Stay in School Discusses how staying in school enhances job opportunities. Compares unemployment rates of persons with varying levels of education.	Statewide	Youth, students
Summer Jobs for Students Tips on where to look, how to handle the job interview, finding volunteer work, and what the law requires of employers who hire young workers.	Statewide	Youth, students
Using an Occupational Information System This document is intended to provide a bridge between occupational information and the planning process by showing how occupational information may be used in planning vocational education and employment and training programs. The document does not provide a definitive statement on various planning models, but rather it attempts to demonstrate the potential application of occupational information in a variety of planning situations.	Statewide	Vocational training-program planners, economic developers, career counselors, economic researchers
Wages This pamphlet gives an overview of the subject including some background information about the sources of wage information available from the Department of Economic Security (DES), Research Administration. It also has a wage-conversion table and a summary of wage regulations under the Fair Labor Standards Act.	Statewide	General Public
Women in Arizona: An Economic Perspective This publication analyzes the demographic and socioeconomic characteristics of women in Arizona. The report includes population, educational attainment, family, labor force, poverty, and income characteristics of women in the state.	Statewide	Program administrators, planners, and evaluators; government agencies; community-based organizations; counselors
Your First Job This pamphlet gives advice on how to go about seeking employment and where to look for jobs. A personal data sheet and job experience tally form are provided.	Statewide	Job seekers, career and job counselors, general public
Your Job...Will You Keep It...or Lose It! Shows some of the ways people can keep or lose their jobs.	Statewide	Job seekers, career and job counselors, general public
Youth in Arizona: The Transition From School to Work Explores the issues surrounding youth in Arizona as a part of the state's labor force. This report provides information on particular topics which may affect the employment of youth in our state. It also analyzes the demographic and socioeconomic characteristics of Arizona's youth including educational attainment and dropouts, labor force distribution, factors hindering employment, and state initiatives as well as programs available to youth in Arizona.	Statewide	Program administrators, planners, and evaluators; government agencies; community-based organizations; career and job counselors

Data Source Matrix

This matrix has been prepared as a summary of primary data sources available through the Research Administration of the Department of Economic Security. In addition to the general topic in a particular publication, the matrix will, at a glance, tell you the depth in which a topic is treated in that publication. For instance, estimates of current population are found in at least six publications. However, sources cited by a circle indicate that the information is provided in greater detail than in publications cited with an X.

	Affirmative Action Planning Information	Annual Planning Information	Arizona Employer, Employees, and Wage Data	Arizona Labor Market Information Newsletter	Arizona Occupational Briefs	Arizona Occupational Employment Forecasts	Arizona Occupational Profiles	Asseclations: Another Job Source	The Consumer Price Index: Changes & Uses	Employer Wage Survey	Hispanics in Transition	How Does Arizona Compare?	Job Bank Wages	Jobs for "Which" Series and Job Search Guides	Job Seekers Guide to Arizona	Labor Turnover: A Significant Reality	Major Employers Map (Maricopa/Pima counties)	Monthly Summary of Claims and Claimants	OIS Reports: 87-5, 87-6, 87-7, or 87-8	Small Employer Wage Survey	Women in Arizona: An Economic Perspective	Youth in Arizona: The Transition from School to Work
POPULATION: Current Estimates	●		X*							X	X			X								●
Projections		●																				X
Characteristics	●	●	X*							●	X										●	●
LABOR FORCE: Current Estimates	●		●							X	X										X	X
Forecast and Projections		●	X*								X											
Characteristics	●	●	X*							●											●	●
EMPLOYMENT: Current Estimates	X		●	●			X			●	X				●						●	●
Forecast and Projections		●	X*								X											
Nonagricultural Industries		X	●	●			X			X	X				X						X	X
Employers			●	X*												●						
Industry Wages/Earnings		X	●	X															X			
Wages or Fringe Benefits				X*	X				●		X	●		X				X	●			
UNEMPLOYMENT: Current Estimates	X			●						●	X										●	●
Forecast and Projections		●		X*							X											
Unemployed Characteristics	●	●		X*						X						X						X
Unemployed Claimants		X		X												●	X					
OCCUPATION: Current Estimates				X*	X	●	●			X	X				X			X			X	X
Employment Opportunities Outlook		X		X*	X	●	●				X		X	X	X			X			X	X
Job Service Applicants/Openings											X							X				
Educational Attainment/Enrollments		X								●	X							X			●	●
TARGET GROUPS:	●	●		X*						●											●	●
Economically Disadvantaged		●		X*						X											●	●
Hispanics	●	●		X*						●												
Youth		●		X*																		●
Women	●	●		X*						X											●	
COST OF LIVING INDICATORS				X					●		X			X								
PROGRAMS AND SERVICES				X*							●			X								●
EXTERNAL SOURCES OF INFORMATION				X*				X			X			X								
JOB SEARCH ASSISTANCE/CAREER PLANNING				X*	●	●	●	●					●	●		●						
NONMETROPOLITAN AREAS	●	●	●	X		●	●			X	X	●		X	X		X	X				

* Not a regular feature. An article pertaining to the subject has been published in one or more issues of the newsletter

Additional Sources of Socioeconomic Information

SOURCE	PUBLICATION/INFORMATION AVAILABLE
Arizona Bank 2727 South 48 Street Phoenix, Arizona 85282 New Arizonan-Department 396-0 (602) 262-2717	Publishes Arizona A to Z, a Phoenix directory to entertainment spots and information on schools, housing, utilities, and topics of interest to individuals new to the Valley.
Arizona Department of Commerce 1700 West Washington Capitol Tower Building Phoenix, Arizona 85007	Provides information to companies from in and out of the state regarding economic, financial, and industrial development. The following publications are available by calling the respective program at the Department of Commerce:
Business and Trade (602) 255-5374	Aerospace in Arizona: An Assessment of Market Opportunities provides information about the major aerospace employers in the state, their levels of employment and compensation as well as their expenditures in products and materials. Arizona Economic Profile supplies information useful to businesses locating in Arizona regarding labor land, taxes, capital, utilities, and transportation. Guide to Establishing a Business in Arizona supplies prospective business owners with information about legal, environmental, labor, and tax regulations necessary to operate in the state as well as providing names, locations, and phone numbers of the regulatory institutions and informational sources. High Technology Directory and High Technology in Arizona: A Market Analysis of Suppliers are publications which select companies in Arizona that employ five or more people and are engaged in electronics, computers, aerospace, communications, and instrument manufacturing or research and development. Company names, products, and employment levels are listed in the Directory. A list of items purchased by these companies and costs is included in the market analysis of suppliers. Also available from the business and trade program is the International Trade Directory.
Community Development (602) 255-5374	Planning and Zoning Handbook and the Profile Series featuring Community, Indian, Regional, Industrial, and Agribusiness profiles. The profiles summarize labor force and population data, taxes, services, and a wide range of information concerning growth indicators.
Development Finance (602) 255-5705	Financial Resources for Business Development gives eligibility requirements, application procedures, and a telephone contact for further information.
Economic Research (602) 255-3833	Arizona's Changing Economy provides an overview of the economic trends in our state.
Energy Office (602) 255-3632	Arizona Energy Quarterly Newsletter and So-Easy Energy Saving Packet.
Arizona Department of Economic Security 1300 West Washington Phoenix, Arizona 85007 Population Statistics Unit (602) 255-5984	Provides information regarding population trends and expected growth for different areas of the state as well as census information. Several population reports are available upon request.

SOURCE	PUBLICATION/INFORMATION AVAILABLE
Arizona Department of Economic Security P.O. Box 6123 Phoenix, Arizona 85005 Public Information Office (602) 255-4296	Publishes Services Provided by the Arizona Department of Economic Security which describes the purpose and eligibility requirements for each service provided by the department.
Arizona Department of Education 1535 West Jefferson, Room 428 Phoenix, Arizona 85007 Industry Training Services (602) 255-3800	Provides development and 50/50 match funding of worker-training programs for new business and industry, and for existing business provides retraining and upgrading of worker skills.
Arizona State University Tempe, Arizona 85287	Employees can obtain a wealth of information from the following departments at the university:
Center for Business Research (602) 965-3961	Offers information and publications about economic trends and conditions in Arizona. Arizona Business is the center's monthly economic publication featuring articles and statistics about a wide range of topics of economic interest.
Economic Outlook Center (602) 965-5543	Conducts research on business cycles, produces economic forecasts, and publishes Arizona Blue Chip, a monthly economic analysis publication.
Geography Department (602) 965-6436	Offers information about land use and population changes.
Arizona Real Estate Center (602) 965-5440	Provides information about housing, real estate, and the construction industry in the Valley.
Small Business Institute (602) 965-3229	Furnishes counseling and management assistance to small businesses.
The Arizona Tax Research Foundation 1814 West Washington Phoenix, Arizona 85007 (602) 253-9121	Publishes The Arizona Tax Foundation Newsletter monthly, except in July and August, which offers information about expenditures and revenues of Arizona local governments.
City of Phoenix 251 West Washington Phoenix, Arizona 85003 Office of Public Information (602) 262-7176	Publishes the Statistical Summary, a monthly publication that gives city statistics for land area, population, city government employment, transportation, housing, and other municipal activities for the city of Phoenix.
The Business Journal 3737 North Seventh Street Suite 200 Phoenix, Arizona 85014 (602) 230-8400	The Business Journal (ISSN 0890-9644) is a weekly newspaper designed to inform decision makers in the business world about growth trends and important happenings in the Phoenix Metropolitan Area (Maricopa County). This organization also publishes an annual Book of Lists which ranks the top companies and people in the Valley during the year.
The League of Arizona Cities and Towns and the Arizona Association of Counties 1820 West Washington Phoenix, Arizona 85007 (602) 258-5786 and (602) 252-6563	Publish the Local Government Directory annually, which offers contact information at the city, town, county, and state levels of government.
Northern Arizona University Flagstaff, Arizona 85001 Bureau of Business and Economic Research (602) 523-3657	Offers information concerning economic and demographic profiles in Arizona. Publishes Arizona Business and Economic Review, a quarterly economic publication featuring articles and statistics about retail sales, utilities, construction, and a range of topics of economic interest.

SOURCE	PUBLICATION/INFORMATION AVAILABLE
Phoenix Metropolitan Chamber of Commerce 34 West Monroe, Suite 900 Phoenix, Arizona 85003 (602) 254-5521	Provides information to expanding or relocating companies regarding economic, demographic, financial, and quality of life issues in the Phoenix Metropolitan Area. Publishes various informative pamphlets and the annual Arizona Industrial Directory.
Phoenix Newspapers, Inc. P.O. Box 1950 Phoenix, Arizona 85001 To request Inside Phoenix: (602) 271-8662 For Newspaper Subscriptions: (602) 257-8300	Publishers of two major daily newspapers in Phoenix, The Arizona Republic and The Phoenix Gazette. They also publish Inside Phoenix, an annual publication that contains information about the residents and newcomers to the Phoenix area including their consumer habits as well as socioeconomic characteristics.
Superintendent of Documents U.S. Government Printing Office Washington, D.C. 20402-9325 (202) 783-3238	Numerous Federal publications may be purchased from the Superintendent of Documents or may be found at your local library. Among the most helpful are the following: County Business Patterns - Annual employment and payrolls of establishments by employment size and detailed industry. Industrial Outlook Handbook - Statistics and discussions about current and projected development for over 350 industries. Monthly Labor Review - Articles and data about developments in labor force, employment and unemployment, compensation and collective bargaining, prices, and productivity. Survey of Current Business - Analysis and data about personal and per capita income, product and income by industry, and price deflators and indexes. Guide for Occupational Exploration provides grouping of occupations based on interest factors and career awareness through questionnaires by which interests and abilities can be matched to working fields. Occupational Outlook Handbook contains information on over 200 occupations. It describes what workers do in each job, the training and education they need, earnings, working conditions, and expected job prospects for the selected occupations.
Tucson Economic Development Corp. 465 West St. Mary's Road Suite 200 Tucson, Arizona 85701-8768 (602) 623-3673	Publishes Community Audit, a statistical pamphlet about Tucson on the subjects of taxes, recreational facilities, employment, and utilities. They also publish the Tucson, Arizona Industrial Directory annually, which includes information about manufacturers, mining companies, headquarter facilities, and support industries in Pima County.
Tucson Newspapers, Inc. P.O. Box 26887 Tucson, Arizona 85726-6887 To request Tucson Trends: (602) 573-4411 For Newspaper Subscriptions: (602) 573-4511	Publishers of two major daily newspapers in Tucson, The Arizona Daily Star and The Tucson Citizen. They also publish Tucson Trends, an annual publication about residents and newcomers to the Tucson area, including their consumer habits as well as socioeconomic characteristics.
University of Arizona Tucson, Arizona 85721 Division of Business and Economic Research, College of Business and Public Administration (602) 621-2155	Provides information on a variety of economic indicators in the state. Publishes Arizona's Economy, a monthly newsletter with data and articles about Arizona's economic issues. The College of Business and Public Administration also publishes Arizona Review, a quarterly publication with articles about economic topics of interest, and the biannual publication Arizona Economic Indicators.

SOURCE	PUBLICATION/INFORMATION AVAILABLE
Valley National Bank P.O. Box 71 Phoenix, Arizona 85001 Economic Planning Division (602) 261-2548	Publishes the Arizona Statistical Review, which contains data by state and counties on a multitude of indicators useful to decision makers in industry and commerce. The Valley National Bank also publishes Arizona Progress, a bulletin containing data of economic interest ten times a year.
Western Savings and Loan Association 3443 North Central Avenue Phoenix, Arizona 85012 (602) 248-1959	Publishers of Forecast 87, an annual summary of the economic performance of our state and information about education, transportation, employment, income, housing, and population trends in cities, towns, and counties of Arizona.

Publication Number Listing

With the exception of the OIS Users' Manual, which is provided for $22.00 per copy, there is a complementary copy of any publication available upon request. When more than one copy of a publication is required, there will be a small charge. Please complete the order form provided as a supplement to this directory. For additional order forms or to order the complimentary copy, users may call (602) 255-3871 or write to:

Arizona Department of Economic Security
Research Administration
Labor Market Information Publications - 733A
P.O. Box 6123
Phoenix, Arizona 85005

PUBLICATION NUMBER	PUBLICATION TITLE
PAL-345	Affirmative Action Planning Information - Arizona; Maricopa County with Glendale, Mesa, Phoenix, Scottsdale, and Tempe; Pima County and Tucson
PAL-346	Affirmative Action Planning Information - The Non-Metropolitan Counties
NONE	Separate copies of 1980 Census-EEO Special File, Occupations Rearranged for Report EEO-1 are available upon request. These tables represent a numerical distribution by sex and minority status, from the 1980 Census for Arizona, all counties, and the cities of Glendale, Mesa, Phoenix, Scottsdale, Tempe, and Tucson.
PAL-327	Annual Planning Information
PAL-051	The Application Form
PAL-190	The Application Letter
PAL-068	Applying for Government Jobs
NONE	Arizona Employer, Employees, and Wage Data (ES-202)
NONE	Arizona Labor Market Information Newsletter
PA-077	Arizona Licensed Occupation Requirements
RS-300	Arizona Occupational Briefs (over 25 different occupations are available separately)
PAL-363	Arizona Occupational Employment Forecasts - Arizona
PAL-364	Arizona Occupational Employment Forecasts - Apache County
PAL-365	Arizona Occupational Employment Forecasts - Cochise County
PAL-366	Arizona Occupational Employment Forecasts - Coconino County
PAL-367	Arizona Occupational Employment Forecasts - Gila County
PAL-368	Arizona Occupational Employment Forecasts - Graham County
PAL-369	Arizona Occupational Employment Forecasts - Greenlee County
PAL-370	Arizona Occupational Employment Forecasts - Maricopa County
PAL-371	Arizona Occupational Employment Forecasts - Mohave County
PAL-372	Arizona Occupational Employment Forecasts - Navajo County
PAL-373	Arizona Occupational Employment Forecasts - Pima County
PAL-374	Arizona Occupational Employment Forecasts - Pinal County
PAL-375	Arizona Occupational Employment Forecasts - Santa Cruz County
PAL-376	Arizona Occupational Employment Forecasts - Yavapai County
PAL-377	Arizona Occupational Employment Forecasts - Yuma/La Paz counties
PA-223	Arizona Occupational Outlook Handbook - Industrial Occupations
PA-225	Arizona Occupational Outlook Handbook - Clerical Occupations

PUBLICATION NUMBER	PUBLICATION TITLE
PA-393	Arizona Occupational Profile - Construction
PAL-442	Arizona Occupational Profile - Education
PA-390	Arizona Occupational Profile - Finance, Insurance, and Real Estate
DES-5281	Arizona Occupational Profile - Government
PA-332	Arizona Occupational Profile - Hospitals
PAL-424	Arizona Occupational Profile - Lodging
PA-340	Arizona Occupational Profile - Manufacturing
PA-386	Arizona Occupational Profile - Mining
PA-391	Arizona Occupational Profile - Services
DES-5301	Arizona Occupational Profile - Trade
DES-5140	Arizona Occupational Profile - Transportation, Communications, and Public Utilities
PA-388	Associations: Another Job Source
DES-5106	The Consumer Price Index: Changes & Uses
PAL-338	Employer Wage Survey - Maricopa County
PAL-341	Employer Wage Survey - Pima County
NONE	Employer Wage Survey - Balance of State
NONE	Employer Wage Survey - Arizona
J-527	Employment Interview Guide
PA-072	Finding a Job in the Want Ads
PA-221	Finding a New Job with Skills You Already Have
PA-062	Getting to Know . . . Me. . .Self Appraisal
PA-106	Helpful Hints for Job Seekers
PAL-353	Hispanics in Transition
PAL-200	How Does Arizona Compare?
PAL-165	How to Take a Test
NONE	The Information Age: Occupational and Data Trends
PAL-379	Job Bank Wages
PAL-006	The Job Interview
PAL-144	Job Leads--Where to Look
PAL-128	Job Seekers Guide
PAL-168	Job Service
PAL-099	Jobs for Which a College Education Is Usually Required
PAL-115	Jobs for Which a High School Diploma Is Preferred
PAL-098	Jobs for Which Some College or Specialized Training is Needed
PAL-114	Jobs for Which You Can Qualify if You're not a High School Graduate
PAL-201	Jobs for Which You Can Train Through Apprenticeship
PAL-394	Labor Turnover: A Significant Reality

PUBLICATION NUMBER	PUBLICATION TITLE
PAL-039	Major Employers Map - Central Maricopa County
PAL-039-A	Major Employers Map - Central Pima County
PAL-147	Matching Job and Personal Characteristics
NONE	Monthly Summary of Claims and Claimants (Unemployment Insurance)
OIS 87-4	OIS Report 87-4: Arizona Apprenticeship Data by Training Program (CIP Code)
OIS 87-5	OIS Report 87-5: Proprietary School and Community-Based Organization (CBO) Enrollments and Completers by Vocational Training (CIP) program and county
OIS 87-7-BOS	OIS Report 87-7-BOS: Job Service Data-All counties Except Maricopa and Pima
OIS 87-7-MP	OIS Report 87-7-MP: Job Service Data-Maricopa and Pima
OIS 87-7-ST	OIS Report 87-7-ST: Job Service Data-Statewide
OIS 87-6	OIS Report 87-6: OIS Cluster Summary Report
OIS 86-8	OIS Report 86-8: Occupational Employment Distribution by Industry
NONE	Occupational Information System of Arizona Users' Manual
PAL-095	The Resume
RS-016	Sample Resume
PAL-331	Small Employer Wage Survey - Maricopa County
PAL-336	Small Employer Wage Survey - Pima County
PA-127	Stay in School
PA-057	Summer Jobs for Students
PA-361	Using an Occupational Information System
PA-171	Wages
PAL-431	Women in Arizona: An Economic Perspective
PAL-100	Your First Job
PAL-141	Your Job . . . Will You Keep It . . . or Lose It?
PAL-392	Youth in Arizona: The Transition from School to Work

Map of Arizona